



## Public Records Overview

The Washington State Liquor Control Board (WSLCB) public records staff is committed to providing citizens with access to the agency's public records, in accordance with the state Public Records Disclosure Act ([RCW 42.56](#) [1]).

A public record is any record containing information relating to the conduct of government business, which is prepared, owned, used or retained by an agency. This includes, but is not limited to, electronic media, paper, e-mail, microfilm, audiotapes, videotapes, magnetic tapes, and disks (CDs/DVDs).

A valid public records request is a request for a specific and identifiable public document. A request for general information is not a valid public records request. You do not have to identify the record you want with exact precision. Our staff may assist in clarifying your request.

### Links:

[1] <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>